

**Department for Local Government
Land and Water Conservation Fund
2010 Application**

Land and Water Conservation Fund

2010 Grant Application



Department for Local Government Land and Water Conservation Fund 2010 Application

Instructions

1. **Project Name and Address.** Provide the official name of the project, its address and location. (p.1)
2. **Project Sponsor Name and Address.** Provide the name, address, telephone/fax numbers, and email address of the organization or agency sponsoring the project, if different from the project name and address. (p.1)
3. **Contact Person.** Provide the name, address, telephone/fax numbers, and email address of the individual to be contacted should questions arise regarding the proposed project or grant pre-application. (p.1)
4. **City/County Served by Project.** List the city/county to be served by the project. (p.1)
5. **Number of acres of park.** Give the number of park acreage. (p.1)
6. **Congressional District.** List the District that the project will take place. (p.1)
7. **Area Development District(s).** List the Area Development District in which the project is located. (p.1)
8. **GPS Coordinates.** List the GPS coordinates of the park (Lat/Long - Degrees/Minutes/Seconds/Direction) (p.1)
9. **Funding.** Define the total project budget. Break down the budget by funding source and status of availability. (p.4) You must submit a detailed budget with the application.
10. **Project Description.** Describe the project activities and what it will accomplish with the grant. (p.2)
11. **Operation and Maintenance.** List who will be providing operation and maintenance, include if its staffed full time or part time, if there is a parks department, park board, etc. (p.3)
12. **Handicapped Accessible.** Describe how the project and area will be handicapped accessible. (p.3)

**Department for Local Government
Land and Water Conservation Fund
2010 Application**

13. **Signature.** Please have the Authorized Representative sign the application (p.4)

14. **The following attachments must be included with the application:**

- a) **Boundary and Location Map**
- b) **Site Plan**
- c) **Cost Estimate of each line item element**
- d) **Environmental Assessment**
- e) **Deed or Lease**
- f) **Resolution (See sample on page 15)**
- g) **Public Meeting & Concurrence (Form Enclosed page 13-14)**
- h) **Assurances – Construction Program (Download SF424D)**
- i) **Civil Rights Assurance (Form Enclosed page 10)**
- j) **Overhead Utility Lines (Form Enclosed page 9)**
- k) **Certification Regarding Debarment (Form Enclosed page 11-12)**
- l) **Must complete the Kentucky State Clearinghouse review or update proposed project. Submit for review at <http://dlg.ky.gov/clearinghouse/>
If you are reapplying, please request the Clearinghouse to update the comments for 1 year. If you don't submit to the Clearinghouse your project will not be eligible for funding.**

15. **Submission of Applications.** An original and one copy should be submitted to the DLG Office of Federal Grants at the following address by COB March 31, 2010. Contact information for assistance with the application process is listed below:

**LAND AND WATER CONSERVATION FUND
Department for Local Government
1024 Capital Center Drive, Suite 340
Frankfort, KY 40601
Contact: Jodie McDonald (502) 573-2382
Email Addresses: Jodie.mcdonald@ky.gov**

Department for Local Government Land and Water Conservation Fund 2010 Application

For DLG Use Only	Score

PROJECT TITLE:
PROJECT ADDRESS/LOCATION:

APPLICANT

Name	Agency	Telephone Number	E-mail address		
Street or P. O. Box	City	County	State KY	ZIP Code	

CONTACT PERSON

Name	Firm/Agency	Telephone Number	E-mail address		
Street or P. O. Box	City	County	State KY	ZIP Code	

CITY/COUNTY TO BE SERVED

--

Number of Acres in the Park	GPS Coordinates (Deg/Min/Sec/Dir) <div style="display: flex; justify-content: space-around;"> Lat Long </div>
------------------------------------	---

Congressional District	Area Development District
------------------------	---------------------------

APPLICANT LWCF OPEN PROJECT

NO	YES	List Project Number: 21-	21-
----	-----	--------------------------	-----

**Department for Local Government
Land and Water Conservation Fund
2010 Application**

BRIEF DESCRIPTION OF PROJECT (Attach a separate sheet if necessary)

**Department for Local Government
Land and Water Conservation Fund
2010 Application**

OPERATION AND MAINTENANCE

ACCESSIBLE TO THE HANDICAPPED

Department for Local Government Land and Water Conservation Fund 2010 Application

FINANCING – DETAILED COST ESTIMATE

Include **all** funding amounts and sources. Please complete all appropriate columns and specify whether funds are Approved, Pending, or currently under Negotiation. Please attach a detailed budget with application.

Source	Applicant	Status of Funds
General Fund		
Tax Levy		
Force Account		
In-Kind		
Other Federal Funds:		
Appropriation		
Other Funds:		
TOTAL		

Proposed Funding

LWCF \$

Applicant \$

Total Cost \$

NAME AND SIGNATURE OF AUTHORIZED REPRESENTATIVE.

Signature, Chief Executive Officer

Title

Name Typed

Date

LAND AND WATER CONSERVATION FUND

2010 Grant Application

LWCF RECREATION FACILITY ELEMENTS

Please check mark the proposed elements

- | | |
|----------------------------|------------------------|
| A. CAMPGROUNDS | D. GOLF COURSE |
| Tent sites | Regular |
| Trailer/camper sites | Par 3 |
| Group campground | Driving range |
| Day camp | |
| B. PICNIC AREAS | E. SWIMMING FACILITIES |
| Family site | Pool |
| Group shelter | Wading pool |
| C. SPORTS & PLAYFIELDS | Spray pool |
| General purpose playfields | Swimming beach |
| Baseball/softball | Bathhouse |
| Football/soccer | F. BOATING FACILITIES |
| Tot Lot (playground equip) | Launch ramp |
| Tennis courts | Docks |
| Other courts | Boat lift |
| Rifle/pistol range | G. FISHING FACILITIES |
| Trap/skeet field | Pier |
| Archery range | Stream improvement |
| Skate park | Fishing access |
| Track facility | |

LAND AND WATER CONSERVATION FUND

2010 Grant Application

LWCF RECREATION FACILITY ELEMENTS

Please check mark the proposed elements

H. TRAILS

Hiking

Horse

Bicycle

Motorized

Nature

Exercise

J. HUNTING

K. NATURAL AREA

L. AMPHITHEATER

M. LAKE IMPOUNDMENTS

N. VISITOR INFO. CENTER

O. INTERPRETIVE CENTER

P. OTHER

I. PASSIVE PARKS

Walkways

Landscaping

Utilities

Equipment

Roads/walkways

Parking

Lighting

Signs

Comfort stations

Concession stand

Maintenance bldg.

LAND AND WATER CONSERVATION FUND

2010 Grant Application

Overhead Utility Lines

The requirement for delineation of overhead utility lines on the site plan is the result of a National Park Service policy. The Service states in the Grants Manual that “overhead utility lines constitute a major detraction from the natural quality of many outdoor recreation areas and must be eliminated where possible. The sponsor will, therefore, be expected to: 1) take all reasonable steps to insure the burial, screening, or relocation of existing overhead lines at development or acquisition projects where such lines visibly intrude upon the site’s character, and 2) insure that all new electric wires under 15KV, and telephone wires be placed underground. In no case shall mass recreation use areas (swimming, picnicking, etc.) be located under electric wires.”

The state, in complying with this policy, must establish where all lines within the park are located and clarify the status of these lines. Not all lines must come down as a result of this policy, but any lines that remain must be justified. In submission of the pre-application, the applicant must show overhead utility lines that are existing within the park. Secondly, the application must indicate any utility lines that will be buried, screened, or relocated. Grant monies may be used for this purpose and should be included in the cost estimate. Finally, the sponsor must justify any overhead lines that will remain. If there is some doubt as to the disposition of lines, staff will make a determination through discussions with the National Park Service and/or information found through an on site inspection.

I, the undersigned, with full authority to act on behalf of the applicant, have read and understood this attachment.

Signature

Title

Date

LAND AND WATER CONSERVATION FUND

2010 Grant Application

U.S. DEPARTMENT OF THE INTERIOR CIVIL RIGHTS ASSURANCE

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicant for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representation and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and sub recipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT / ORGANIZATION	DATE SUBMITTED
APPLICANT/ORGANIZATION MAILING ADDRESS	BUREAU OFFICE EXTENDING ASSISTANCE NATIONAL PARK SERVICE, SOUTHEAST REGIONAL OFFICE 75 SPRING ST. S.W. ATLANTA, GA 30303

LAND AND WATER CONSERVATION FUND

2010 Grant Application

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to whom this proposal is submitted.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION BELOW

Business Name:

Name and Title of Authorized Representative:

Signature of Authorized Representative: _____

Date:

LAND AND WATER CONSERVATION FUND

2010 Grant Application

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of change circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

LAND AND WATER CONSERVATION FUND

2010 Grant Application

PUBLIC MEETING GUIDELINES

An essential component of establishing the local need for a specific project is obtaining input from the local public. To be effective, citizen input must be: Representative (include diverse elements of the population), significant (the input should actually have an impact on what is proposed), and widespread (include a fairly large number of citizens).

It is best if citizens are involved in actually setting priorities for certain projects for a community rather than securing public reaction to a completed plan. However, if open meetings have not been held to set recreational priorities, they must at least be held to obtain citizen evaluation of the proposed acquisition or development.

The following guidelines have been formulated to provide direction for holding open meetings:

- A. A public meeting should be advertised at least one week in advance in the local newspaper and/or posted in public places to reach the citizens in the service area. An example of an advertisement is attached for your use. Advertisements should not appear in the legal section of the newspaper.
- B. Minutes should be kept of public meetings. These minutes should be submitted with the pre-application form to provide documentation of these meetings.
- C. A record of the citizens who attended meetings should be kept. This record should include the name, address or organization of each person who was present.

A concurrence form should be handed out to citizens at the beginning of a public meeting. Citizens should be encouraged to return these at the end of the meeting. A sample form is attached.

LAND AND WATER CONSERVATION FUND

2010 Grant Application

PROJECT CONCURRENCE

I agree with the _____ project
(NAME of PROJECT)

proposal as it was outlined at this public meeting.

I do not agree with the _____ project
(NAME of PROJECT)

proposal as it was outlined at this meeting for the following reasons:

(PLEASE TYPE or PRINT)

NAME: _____

ADDRESS: _____
(P. O. Box/Street)

CITY: _____, KY ZIP _____

SIGNATURE: _____ DATE: _____

LAND AND WATER CONSERVATION FUND

2010 Grant Application

(SAMPLE)

RESOLUTION

WHEREAS, the (City/County) proposes to (acquire/develop/or renovate) recreational resources to provide for the health and well being of the general public, and

WHEREAS, the (City/County) intends to make application to the Department for Local Government for assistance under the Land and Water Conservation Fund Act of 1965, and

WHEREAS, the Land and Water Conservation Fund is limited to funding a maximum of fifty percent (50%) of proposed project costs estimated at (\$_____00).

NOW THEREFORE BE IT RESOLVED, that the (City/County) hold in reserve fifty percent (50%) of the proposed project costs for the purpose of matching the Land and Water Conservation Fund assistance, and

BE IT FURTHER RESOLVED, that in the event a grant is awarded, the (City/County) understands that it will sign assurances to comply with all applicable Federal and State laws, rules and regulations, especially Title VI of the Civil Rights Act and Section 504 of the 1973 Rehabilitation Act.

(MAYOR/COUNTY JUDGE)

(DATE)

ATTEST: _____
(NOTARY PUBLIC)

(DATE)

(SEAL)

LAND AND WATER CONSERVATION FUND

2010 Grant Application

PRIORITY RATING SYSTEM

MANDATORY REQUIREMENTS

1. Applicant must provide assurance of the availability of the required 50 percent of match. If force account or donations are to be all or part of the match, a detailed listing of these elements must be provided.
2. Applicant must hold a public meeting within its jurisdiction concerning the project proposal. Public meeting guidelines have been prepared which can be used to meet this requirement. Other public forums may be acceptable for meeting this requirement if adequate public notice about the proposal is given in advance of the meeting.
3. Applicant must provide assurance of compliance with all applicable federal and state laws, rules and regulations, especially Title VI of the Civil Rights Act, section 504 of the 1973 Rehabilitation Act, and the American with Disabilities Act of 1990.
4. Applicant must provide assurance to operate and maintain proposed facility if a designated first party fails to do so. An example of this situation would be if a civic organization is given operation and maintenance responsibilities by the applicant
5. Applicant must provide brief narrative of how the project will be made accessible to the handicapped.
6. Any LWCF Grant request seeking funds for facilities rehabilitation must include a short explanation of the nature of the rehabilitation effort. This explanation should include an estimate as to the current age of the facility and what preventative maintenance procedures, if any, have been utilized in the past.
7. Applicant may submit a copy of a Master Plan or Recreation Assessment, if one has been done on the local level. If included in a regional plan by the Area Development District, please submit a copy.
8. The enclosed scoring criteria will be used to evaluate and score the projects. In #4, donations can account for all of the local match or partial match. No points will be awarded for an overmatch of local funds.

LAND AND WATER CONSERVATION FUND
2010 Grant Application

LAND AND WATER CONSERVATION FUND

SCORING CRITERIA

1. Applicant's administration of previous LWCF Grants. Considerations include effective coordination; sound development in accord with cost and time estimates; timely submittal of billing and closeout documentation; conformance with LWCF Manual Section 6 (f) provisions; and operation and maintenance of completed projects.

(25 pts) Excellent - No problems requiring state-level administrative attention; or no previous grant.

(20 pts) Good - Problems minimal, quickly corrected, or beyond the control of the applicant.

(10 pts) Fair - Performance adequate, but marked by significant or persistent problems.

(0 pts) Poor - Applicant has experienced serious difficulty in project administration or the operation and maintenance of completed facilities.

2. Per capita personal income of the county where project is located. If the project is located within city limits, the county figures will also be utilized. The most up-to-date Statistics from the U.S. Department of Commerce; Regional Economic Information System, Bureau of Economic Analysis will be utilized.

(10 pts) Less than \$15,000

(8 pts) \$15,001 to \$18,000

(6 pts) \$18,001 to \$21,999

(4 pts) Greater than \$22,000

LAND AND WATER CONSERVATION FUND

2010 Grant Application

3. Project facility is located at a site which can be effectively used by user population.

_____ (15 pts) Project site is centrally located or within reasonable driving distance of user population.

_____ (10 pts) Project site is not located close to user population by virtue of facility type e.g., nature preserve or boat ramp, and must be accessed by car.

_____ (0 pts) Project site is in a remote location and is not easily accessible by car.

4. Local individual businesses and/or civic organizations not supported by tax base will contribute to project development through donation of labor, equipment, materials, cash, or professional expertise. **Must be documented with a letter listing the items to be donated and their current market value.**

_____ (25 pts) Donations equal to 100% of LWCF Grant request.

_____ (20 pts) Donations equal to 75% of LWCF Grant request.

_____ (15 pts) Donations equal to 50% of LWCF Grant request.

_____ (10 pts) Donations equal to 25% of LWCF Grant request.

_____ (5 pts) Donations equal to 10% of LWCF Grant request.

_____ (0 pts) Donations equal to 0-9% of LWCF Grant request.

LAND AND WATER CONSERVATION FUND

2010 Grant Application

5. At least fifty (50%) percent of the grant request is directly attributable to the primary recreation facility being developed or renovated. A primary facility is defined as the single activity component which provides for the outdoor recreational needs of the planned user population i.e., tennis courts, softball field, skate park, swimming pool, etc. A support facility is an element i.e., restrooms, utilities, concession stands, lights, etc.

_____ 50% or greater
(5 pts)

_____ Less than 50%
(0 pts)

6. The applicant has the capability to operate and maintain the project once completed.

_____ The sponsor has a full-time park or recreation department capable of
(20 pts) providing necessary facility maintenance and upkeep.

_____ The sponsor has demonstrated the ability to provide necessary facility
(15 pts) maintenance and upkeep using other full-time personnel.

_____ The sponsor has the ability to provide necessary facility maintenance and
(10pts) upkeep using part-time personnel.

_____ The sponsor has a designated group or organization that has the ability of
(5 pts) providing necessary facility maintenance and upkeep.

